



Human Resources Newsletter

March 2002 News

What's New, What's Hot

- PPM Revisions recently Distributed
 - 12 (FLSA) Attachment "A" reflects new GS &/or title changes.
 - 17 (Educational Leave/Tuition Reimbursement) Provides for reimbursement of *actual* cost of course based on submission of receipt.
 - 26 (Disciplinary System) Requires Appt. Auth. signature or approval on all letters of counseling, warning or reprimand.
 - 52 (Pay) Hiring under CS Rule 6.5(g) up to 3rd quartile of the range; amount of Optional Pay Adjustments increased to "up to 10%". Attachment "A" reflects new GS &/ or title changes & 28% Base Supplement for Marine Eng. jobs at White Castle/Carville & Edgard/Reserve ferry locations. Attachment "C" reflects \$2.00/hr. night-shift pay for HQ Boiler Room staff & \$1.75/hr. split-shift pay for WC/Carville ferry staff
- Visit Civil Service website (www.dscs.state.la.us) regularly to receive the latest updates on rule revisions, vacancies, etc.

Special Events

- March 6 – Civil Service Commission hearing, 9 a.m., Civil Service-DOTD Annex Bldg. (to consider revisions to CS Rules governing Military Leave)
- March 11 – Due date for First Quarter Employee Recognition Nominations
- March 20 – SCHR meeting
- March 29 – Good Friday Holiday

HR Unit Updates

Compensation Unit

- ET Job Study: New jobs/pay grades were approved by the Governor effective 2/15/02. Employees converting to ET 1 through 4 will receive pay increase on 3/8/02 paycheck. Allocations to ET-5 and above will be processed as SF-3's are allocated by HR Compensation Unit, with 2/15/02 effective date. Target date for completion of SF-3 review/allocation process is mid - late April / May.
- Fiscal Job Study (select Accounting/Budget jobs): GS level changes were approved by the Governor effective 2/15/02; affected employees will receive pay increase on 3/8/02 paycheck.



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HR Unit Updates (Continued)

Personnel Management Unit

- HR Training now available on Writing PPR Expectations & "Hot Topics" (CS Rules/DOTD Policies). Section/District Administrators may contact Ranzy Montet, HR Trainer at 225-379-1293 or rmontet@dotd.state.la.us if interested.
- **Note about PPR's:** If an employee disagrees only with a *single* factor rating, he/she must determine if raising that one rating would change the **overall** rating category. If so, he/she may request a review of the overall rating **in accordance with PPM No. 55**. DOTD is not however obliged to review ratings when the factor rating(s) being contested would not, if changed, affect the overall rating category
- **Recruiting:** Career Days for State universities are as follows: March 1, ULL; March 7, UNO; March 13, Baton Rouge Technology; and March 14, LA Tech.

Employee Relations Unit

- HQ HR is accepting registration forms for "Take Our Daughters to Work Day," April 25, 2002, from girls ages 9-15. Point of contact is Dee Everett, Human Resources Manager, (225) 379-1239.

Operations Unit

- On February 18, 2002, a memo was distributed to each District/Section explaining changes in Civil Service testing procedures. Employees should have received a copy from their District/Section Head.